

## TOWN OF WESTFORD



### REQUEST FOR PROPOSAL FOR TENNIS PROFESSIONAL AND/OR TENNIS MANAGEMENT COMPANY FOR THE WESTFORD RECREATION TENNIS PROGRAMS

The Town of Westford Parks and Recreation Commission, acting through its Town Manager, is seeking proposals from a Tennis Professional and/or Tennis Management Company with considerable experience in providing goods and services as an Independent Contractor to organize and provide tennis programming. The desire is to contract with an individual or company to offer, manage and maintain a professional municipal tennis program utilizing Town-owned tennis facilities, gyms and local indoor tennis facilities. The goal will not only be to offer citizens a quality tennis program that will meet the needs of a variety of ages and skill levels, but also generate a revenue stream for the Town of Westford's Recreation Department as outlined in these specifications.

**Separately sealed Price and Non-Price Proposals, in accordance with Massachusetts General Law c. 30B s. 6 will be required and must be delivered to the Town Manager's Office, 55 Main St. Westford, MA 01886 by Monday, December 29, 2014 at 2:00 p.m.**

The Contract will be awarded to a responsive and responsible proposer capable of performing the services contemplated and meets the minimum criteria as set forth in the specifications in accordance with Massachusetts General Law (M.G.L.) c 30B s. 6.

The Town of Westford reserves the right to waive any minor informality and to accept or reject, in part or in whole, any and all proposals or to take whatever action may be deemed to be in the best interest of the Town of Westford.

For information and specifications pertaining to this Request for Proposal, please contact Patricia Savage, Director of Parks, Recreation, and Cemetery. Westford is an equal opportunity employer and supports Women and Minority owned Business Enterprises.

#### A. Invitation to Submit Proposal

Bidders may obtain a copy of the proposal forms, specifications, and other contract documents at the Town Manager's Office, 55 Main St. Westford, MA, 01886. The term "bidder" herein shall refer to each entity submitting proposal forms in accordance with the Contract Documents.

Sealed proposal for the RFP – Consulting Services for Recreation Master Plan will be received by the Town of Westford, Town Manager’s Office , until 2:00 p.m. on Monday, December 29, 2014. Each bidder must submit separate price and non-price proposals.

The proposals shall be in sealed envelopes bearing on the outside the name and address of the bidder, and the inscription “**Proposal for RFP – Tennis Program Services**” (**Non-Price Proposal**) and “**Price Proposal for RFP Tennis Program Services**”, respectively. Bidders are required to make their proposals on the forms that are part of these documents and each said Proposal Form shall carry the signature of the bidder. Bidders are required to submit one (1) original and two (2) copies of their Non-Price Proposal. Only one (1) copy of the Price Proposal is required.

#### B. Bidders Examination of Documents

Each bidder shall satisfy him/herself, by personal examination of the location of the contemplated services, and by any other preferred means, as to the requirements of the contemplated services to enable him/her to prepare the proposal intelligently. The bidder shall be familiar with all the Contract Documents before submitting the proposal, in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated services.

#### C. Submission of Proposal

- a. **Non Price Proposal:** You must submit, in a sealed envelope, appropriately marked, your response to all these specifications. References from any other municipality you may have serviced in a similar capacity. Qualifications of the person/persons that will be responsible for fulfilling these duties.
- b. **Price Proposal:** You must submit, in a sealed envelope, appropriately marked, your program budget and revenue proposal as outlined in these specifications.

The bidder shall submit the proposal upon the blank forms provided by the Town. The bidders specify prices in both words and figures and shall also fully describe the service being proposed. In case of a discrepancy between words and figures, the written words shall govern.

All proposals shall be signed correctly, in ink, in the following manner:

- If the proposal is made by an individual, that individual’s signature, name, and address shall be given.
- If the proposal is made by a partnership or corporation, it shall be signed by a duly authorized person, who shall give his/her name and title as well as the name and address of the partnership or corporation.
- If the proposal is made by a partnership, the signatures, names, and addresses of the individual members shall be given.

- If the proposal is made by a corporation, the name and the State under the laws of which said corporation is chartered and the signatures, names, titles, and business addresses of the President, Treasurer, and Managers shall be given.
- The Proposer agrees that its proposal shall remain firm and may not be withdrawn for forty-five days (45) after the opening of the proposals on Monday, December 29, 2014 at 2:00 p.m.

D. Review of Bidders and Contract Execution

Proposals that are incomplete or obscure may be rejected, and proposals that contain erasures, alternations, or other irregularities of any kind, or in which errors occur, may be rejected as informal or improper, all as provided for pursuant to M.G. L. c. 30B s. 6

Any or all proposals will be rejected if there is a reason for the Town to believe that there is collusion among the bidders. Any proposal so rejected will disqualify those bidders from consideration in future proposals for the same work and those bidders may be disqualified from bidding on future work.

All proposals will be reviewed in accordance with M.G.L. c 30B s. 6 by the Chief Procurement Officer - the Town Manager and final selection will be based on an evaluation and analysis, by the RFP evaluation committee, of the information and materials required under this RFP. The contract will be awarded to a proposer who meets the minimum evaluation criteria, submits the required documents, has the demonstrated experience and resources to fulfill the contract and best meets the comparative evaluation criteria. The price proposal will be considered as part of the overall evaluation of the proposers.

A bidder may withdraw his/her proposal provided the request is in writing and in the hands of the Chief Procurement Officer - the Town Manager **before the time of the opening of the proposals**. Such proposals shall be returned unread.

The Town of Westford is an Equal Opportunity Employer and supports Women and Minority Owned Business Enterprises.

Any question regarding these specifications or this bid document in general shall be directed in writing **no later than the close of business (4PM) on Thursday, December 18, 2014** to Patricia Savage, Director of Westford Parks, Recreation, and Cemetery Department, P.O. 2444 35 Town Farm Road, Westford, MA. 01886. Fax (978) 392- 4471 email: [psavage@westfordma.gov](mailto:psavage@westfordma.gov)

The Town of Westford reserves the right to reject any or all proposals, in part or in whole, if it is deemed to be in the best interest of the Town of Westford.

## **REQUEST FOR PROPOSALS**

### **CONSULTING SERVICE – RECREATION MASTER PLAN**

#### **1. Introduction**

The Town of Westford Parks and Recreation Commission, acting through its Town Manager, is seeking proposals from a Tennis Professional and/or Tennis Management Company with considerable experience in providing goods and services as an Independent Contractor to organize and provide tennis programming. The desire is to contract with an individual or company to offer, manage and maintain a professional municipal tennis program utilizing Town-owned tennis facilities, gyms and local indoor tennis facilities. The goal will not only be to offer citizens a quality tennis program that will meet the needs of a variety of ages and skill levels, but also generate a revenue stream for the Town of Westford's Recreation Department as outlined in these specifications. The town may choose to renew this agreement for one additional year at the town's sole discretion.

#### **Background**

Westford, incorporated in 1729, is located in northern Middlesex County approximately 25 miles northwest of Boston. The town is approximately 31 square miles in size and has a residential population of roughly 22,000. The majority of the town is residentially zoned with most business and commercial type properties located along the Route 110 corridor. There are seven town owned areas with from one to five tennis courts at each location. The Town has tennis facilities at: The Robinson School (5 Courts), The Stony Brook Middle School (5 Courts), Jack Walsh Fields (2 Courts), Whitney Tennis Courts (2 Courts), Greystone Fields (1 Court), Captain Hamilton Fields (1 Court).

The Recreation Department offers after school programs at all of the elementary schools (Nabnasset, Robinson, Miller, Day, Abbot and Crisafulli) and the Stony Brook Middle School.

The tennis facilities and gym space would be available for use to provide tennis lessons, camps and tournaments as part of the contract for management services.

#### **2. Project Scope:**

- a. The Independent Contractor will organize and implement a year round, well rounded tennis program with Jr. Leagues and lessons that feed into high school teams and adult leagues. The Independent Contractor will develop an environment of positive learning for all ages and abilities and provide tennis opportunities for all residents of Westford.
- b. The Independent Contractor will work with the Recreation Assistant Director and Department Office Staff to schedule programs and tennis facilities. Programs and facility use will be scheduled and approved by the Assistant Director prior to marketing and registration .

- c. The Independent Contractor will handle registration and collect fees for all tennis programs with the exception of the Westford Partnership for Children (WPC) after school program tennis and Kids Club summer program tennis. The Independent Contractor will invoice the Recreation Department for WPC and for Kids Club.
- d. The Independent Contractor will pay their tennis instructors.
- e. The Independent Contractor agrees to meet or exceed the customer service expectations of the Town of Westford. The development of this agreement includes the expectation of a partnership that looks to mutually benefit both parties.
- f. Under the arrangements contemplated in this RFP, the Tennis Operator will receive revenue from program participants and will pay the Town a percentage of revenues pursuant to the agreement. The Tennis Operator will be responsible for all tennis related expenses, as defined in the agreement and will include tennis balls, replacement nets for indoors, and any specialty equipment and/or materials used by the tennis instructors.
- g. The town may choose to renew this agreement for one additional year at the town's sole discretion.
- h. DAYS AND HOURS OPEN FOR SERVICE
  - i. The tennis courts are joint use with the Westford Public Schools and the Westford Recreation Department and are only available for public use and town programming during specific times that vary from season to season. Programs should be offered in the morning and in the evening to meet the needs of a variety of participants, and private lessons should not account for more than 15% of the contractor's time.
  - ii. All hours are subject to change and Independent Contractor should be flexible.

### 3. **Proposal Submittal**

Consultant shall provide the following in the technical proposal in as concise a manner as possible:

- A cover letter describing the consultant's qualifications and relevant past experience
- The proposal shall include specific company and owner(s) experience in tennis programming.
- List the names of individuals that are planned to be teaching tennis and their qualifications. All Instructors are subject to CORI/SORI checks.
- A developed plan for a recreational and instructional tennis program for Westford residents including, but not limited to: Jr. Leagues, Clinics, Socials, Ladders, Adult Leagues and Lessons, Cardio Classes, Senior Programs, Summer Camps, Special Events, After School Programs, Vacation programs and Tournaments.
- Provide a sample list of programs that could be offered complete with descriptions and prices.
- Describe your plan for marketing the above listed programs, generating revenue, building credibility for the tennis program, and increasing program participant numbers.
- Copy of required certifications: USPTA or PTR certifications, CPR/AED certifications.

- Proposals must include signed “Certificate of Non-Collusion” as a statement that the bid was developed and submitted in good faith without collusion or fraud, in accordance with Massachusetts General Law c 30B s 10 and signed “Statement of Tax Compliance” in accordance with Massachusetts General Law c. 62 s. 49A(b).
- References including contact information for a two contacts for an organization for which you provided similar services, including a brief description of the program

Consultant shall provide the following in the separately sealed price proposal:

- A signed bid form as coversheet with attachments showing details of revenue proposal.
- In the program budget identify items that the tennis management company assumes the town will pay for

#### **4. Selection Process**

The Parks and Recreation Commission, Director and Assistant Director of Parks, Recreation, and Cemetery Department, serving as the selection committee, will evaluate the proposals and recommend a consultant or firm for selection subject to approval by the Town Manager as Chief Procurement Officer. A contract will be executed between the successful bidder and Town of Westford acting through the office of Town Manger with final approval by the Board of Selectmen. Criteria for evaluation are shown on pages 7-8

The Commission may request applicants to attend a meeting, make a brief presentation, and answer questions regarding their proposal in accordance with M.G.L. c. 30B. The Town of Westford reserves the right to reject any and all proposals. The Town of Westford reserves the right to cancel the award of the contract at any time prior to the execution of the contract by both parties.

The contract shall be awarded, if at all, to the proposal deemed the most advantageous, taking into consideration the recommendations of the Department and the proposed arrangements. It is anticipated that a contract will be executed with a consultant within fourteen (14) days of the deadline for proposals, and that work will begin in January of 2015.

#### **TERMS & CONDITIONS**

The Town of Westford reserves the right to accept or reject any or all proposals and parts of any and all proposals for any reason, and to waive any or all conditions, terms or requirements of this Request for Proposal, if deemed in the best interests of the Town.

#### **Disclaimer**

Town of Westford, MA makes no warranty or representation as to the accuracy, timeliness or completeness of any of the data. The Town of Westford, MA, shall have no liability for the data or lack thereof, or any decision made or action taken or not.

## **EVALUATION CRITERIA**

### **The following evaluative criteria will apply to this Request for Proposals:**

**Unacceptable:** A proposal will be considered unacceptable if this ENTIRE document, with all the attached forms completed and properly signed, is not submitted in accordance with the General Instructions To Bidders, and M.G.L. c. 30B

### **Criteria #1, Understanding of Project Scope**

**Highly Advantageous:** A proposal will be considered highly advantageous if it includes a comprehensive response detailing how it will provide the services outlined in this RFP

**Advantageous:** A proposal will be considered advantageous if it includes a satisfactory explanation of how it will provide the services outlined in this RFP.

**Not Advantageous:** A proposal will be considered non advantageous if it does not include a satisfactory explanation of how it will provide the services outlined in this RFP

### **Criteria #2: Relevant Experience:**

**Highly Advantageous:** A proposal will be considered highly advantageous if the company/individual can show proof of the company's history and resource capability to perform required services and has ten (10) or more years of experience in managing and developing tennis programs similar in scope to these specifications.

**Advantageous:** A proposal will be considered advantageous if the company/individual can show proof of the company's history and resource capability to perform required services and greater than five (5) years but less than ten (10) years of experience in managing and developing tennis programs similar in scope to these specifications.

**Not Advantageous:** A proposal will be considered "not advantageous" if the company/individual can show proof of the company's history and resource capability to perform required services and has fewer than five (5) years or less of experience in managing and developing tennis programs similar in scope to these specifications.

### **Criteria #3: Professional Qualifications of Company:**

**Highly Advantageous:** A proposal will be considered "highly advantageous" if the company/individual can show proof that the company has a demonstrated record of

achievement in program development, growth and sustainability and that the company has been operating such tennis programs/facilities for ten plus years.

**Advantageous:** A proposal will be considered “advantageous” if the company/individual can show proof that they have a demonstrated record of achievement in program development, growth and sustainability and that the company has been operating such tennis programs/facilities for greater than five (5) but less than ten (10) years.

**Not Advantageous:** A proposal will be considered “not advantageous” if company/individual can only show proof that the company has a demonstrated record of achievement in program development, growth and sustainability and that the company has been operating such tennis programs/facilities for less than 5 years.

#### **Criteria #4: Professional Qualifications of Instructors/Assigned Personnel:**

**Highly Advantageous:** A proposal will be considered “highly advantageous” if you can show proof that the tennis instructors has been a continuous certified USPTA or PTR for 10+ years.

**Advantageous:** A proposal will be considered “advantageous” if you can show proof that the tennis instructors has been a continuous certified USPTA or PTR for greater than five (5)years, but less than ten (10) years.

**Not Advantageous:** A proposal will be considered “not advantageous” if you can only show proof that the tennis instructors has been a continuous certified USPTA or PTR for less than 5 years.

**Price:** The best price under this Request for Proposal shall be the proposal with highest net revenue to the Town. A bidder may withdraw a proposal provided the request is in writing and in the hands of the Chief Procurement Officer –the Town Manager before the time of the opening of bids. Such proposals will be returned unread.



# TOWN OF WESTFORD



## REQUEST FOR PROPOSAL FOR TENNIS PROFESSIONAL AND/OR TENNIS MANAGEMENT COMPANY FOR THE WESTFORD RECREATION TENNIS PROGRAMS

### PRICE PROPOSAL BID FORM (provide in separately sealed envelope per RFP instructions)

\_\_\_\_\_, doing business at  
Name of Firm or Individual

\_\_\_\_\_  
Street Address City/Town State Zip Code

\_\_\_\_\_  
Telephone number Contact Person email address

Total Year 1 Net Revenue Proposed in Program budget:

\$\_\_\_\_\_ written amount: \_\_\_\_\_

Include an attachment to this form with a detailed program budget and revenue sharing proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **INSURANCE REQUIRMENTS**

**WORKER'S COMPENSATION:** As required by the laws of The Commonwealth of Massachusetts

**GENERAL LIABILITY: \$1,000,000 minimum**

**UMBRELLA - \$1,000,000 minimum**

**AUTOMOBILES & TRUCKS:** Trucks including hired and non-owned vehicles. Bodily injury liability \$500,000 each person and \$500,000 each accident

**PROPERTY DAMAGE LIABILITY \$100,000**

Certificates of Insurance Acceptable to the Town, naming the Town of Westford as an additional insured, shall be submitted to the Town simultaneously with the execution of the Contract



Town of Westford 55 Main St. Westford, MA. 01886

### **CERTIFICATIONS**

**IN WITNESS WHEREOF, the undersigned certifies, under the pains and penalties of perjury that:**

1. It is in compliance with all the provisions, and shall remain in compliance with the provisions for the life of any Contract resulting from this solicitation. That the bidder is qualified to perform any such Contract and possess, or shall obtain, all requisite licenses and permits to complete performance; shall maintain all unemployment, workers' compensation, professional and personal liability insurance policies sufficient to cover its performance under any such Contract; and shall comply with relevant prevailing wage rates and unemployment laws.
2. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, and water and wastewater bills to the Town of Westford as required by law.
3. To the best of its knowledge and belief has filed all State tax returns and paid all State taxes required by law, and has complied with reporting of employees and contractors, and withholding and remitting child support (M.G.L. c. 62C, s 49A)
4. Pursuant to M.G.L. c. 30B s. 10 (or c.30 s39M), this bid or proposal has been made in good faith and without collusion or fraud with any other person. As used in this paragraph, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature of Person Signing Bid or Proposal

\_\_\_\_\_  
BY: Corporate Officer (Type or Print)

\_\_\_\_\_  
Corporate Name (Full Business Name)

\_\_\_\_\_  
BY: Corporate Officer (Signature)

\_\_\_\_\_  
Social Security or Federal Tax ID#

\_\_\_\_\_  
State of Incorporation/City of Business (DBA)  
Registration

Approval of contract, or other agreement, will not be granted unless the applicant signs this certification form. Your Social Security number or Federal Tax Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filings or tax payment obligations. The Town of Westford is required to furnish a list to the DOR as the end of its fiscal year, showing vendors to whom more than \$5,000 is paid during a twelve month period ending June 30. Providers, who fail to correct their non-filing of delinquency, will not have a contract or other agreement issued or extended. This request is made under the authority of Massachusetts General Laws, c. 62 C, s 49A